

Expired: IT Technicians (FSM Congress) Pohnpei [closing date: February 21, 2026]

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

IT Technicians (2 positions)

PL-28/1

\$609.68 B/W + \$40 COLA= \$649.68B/W

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

FSM Congress

FSM National Government

Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

IT Technician operate and maintain computer systems and networks to ensure that the concerned people get the most effective IT functionality; Some of their main duties and responsibilities include: Serving as the first point of contact for IT support within the organization; Installing, configuring and maintaining software and hardware components of computer and network systems; Diagnosing and troubleshooting software and hardware issues; Repairing and replacing damaged computer and network components; Ensuring the security of client and server computers

by installing and upgrading antivirus and firewall software; Supporting people whenever they encounter challenges with computers and network devices; Maintaining and updating technical documentation regularly; Testing new hardware and software before full-scale installation.

Qualification Requirements:

Graduation from an accredited college or university with an Associate degree in Computer Science, Information Technology, or a closely related discipline, or completion of an advanced technical apprenticeship, plus one (1) to two (2) years of relevant work experience in information technology or related fields

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or send your application, resume, along with other credentials to the below email address:

personnel@personnel.gov.fm

**Expired: Administrative Clerk
(FSM Congress) Pohnpei
[closing date: February 21,
2026]**

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions

for which no qualified FSM citizens are available.

POSITION AND SALARY:

Administrative Clerk

PL-15/1

\$350.61+\$40.00= \$390.61 BW

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Congress

FSM National Government

Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Compiles and maintains records of business transactions and office activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures: Copies data and compiles records and reports; Tabulates and posts data in record books; Computes wages, taxes, premiums, commissions, and payments; records orders for merchandise or service; Gives information to and interviews customers, claimants, employees, and scales personnel; Receives, counts, and pays out cash; Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks; Prepares stock inventory; Adjusts complaints; Operates office machines, such as typewriter, adding, calculating, and duplicating machines; Opens and routes incoming mail, answer correspondence, and prepares outgoing mail greet and assists visitors; May prepare payroll, keep books and purchase office supplies. Performs other duties as assigned.

Qualification Requirements:

Graduation from High School plus one (1) year of administrative clerk work or related field of work experience. Proven ability to organize personal work priorities; Competent at filing and updating records; Adept at making travel and accommodation arrangements; Working knowledge of bookkeeping tasks; Solid knowhow of general office procedures; Demonstrated ability to work independently and as part of a team; Excellent organizational skills; Expert in handling office equipment including copiers and fax machines; Internet savvy with a proven expertise in using MS Office applications; Excellent customer service orientation; Exceptional attention to detail with proven interpersonal skills.

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Expired: Travel Support Specialist (FSM Department of Finance and Administration_Division of Treasury) [closing date: February 20, 2026]

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with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Travel Support Specialist

PL-32/1

\$706.22 B/W + \$40.00 Cola = \$746.22B/W

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Finance & Administration
Division of National Treasury
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATION ONLY):

Assist clients with travel booking and itinerary planning; resolve travel-related issues and provide timely solutions; communicate with clients via phone, email and chat; coordinate with airlines, hotels, and other service requests; manages changes, cancellations, and special requests; stay updated on travel regulations with professionalism; provide expert advice on travel destination and options; ensure high levels of customers satisfaction; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduate from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting or other related fields plus four (4) years of experience in accounting or related fields.

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Expired: Administrative Specialist (FSM Department of Justice) Pohnpei [closing date: February 20, 2026]

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Administrative Specialist

PL-28/1

\$610.00 B/W + \$40.00 COLA = \$650.00 BW

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Justice
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Plan develops, organizes administrative service relating to personnel, budget, purchasing, fiscal etc.; performs a variety of office/ administrative functions. Plans and assigned work load; keeps equipment and property records and coordinates

repairs/ maintenance; purchase supplies and equipment's; arranges personnel transactions and maintain control accounts and records; receives and screens all incoming conference calls, schedule meetings; schedules and confirms travel and other necessary logistic arrangements for staff; performs other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a degree in Business Administration, Accounting or related field with strong computer skills plus two (2) years of work experience in personnel management, planning management analysis or closely related administrative work.

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personnel@personnel.gov.fm

**Expired: Postal Clerk Aide
(FSM Postal Services) Chuuk
[closing date: February 20,
2026]**

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions

for which no qualified FSM citizens are available.

POSITION AND SALARY:

Postal Clerk Aide

PL-14/1

\$350.61 B/W + \$40.00 COLA = \$390.61 BW

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Postal Office

FSM National Government

Chuuk Field Office

DUTIES (ILLUSTRATION ONLY):

Processes and dispatches out-going mail including the cancelling, weighing, recording, and proper labeling of mail to meet required Postal standards; Maintaining all registered mail records for in-coming and out-going mail for exchanges office in Guam, Honolulu, Pohnpei, Chuuk, Yap and Kosrae; Distributes incoming mail in Post Office boxes or general delivery; Checks retention period of all mail on a weekly basis and returns unclaimed mail after expiration of holding periods; Handles customer inquiries and general correspondences; Maintains accurate records of all boxes, issues payment due notices to understanding box holders; Operates the computerized tracking and tracing system (CTTS) on Accountable mails, trackable mails and files reports on a daily basis; Performs consolidation for the clerks.

Qualification Requirements:

Highschool graduate with six (6) months to one (1) year of experience and be able to read, write, and understand English. Knowledge in computer and Microsoft word and excel.

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Expired: Foreign Service Officer I (FSM Department of Foreign Affairs) FSM Consulate General Office in Portland [closing date: February 9, 2026]

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POSITION AND SALARY:

Foreign Service Officer I

PL-30/1 + 120%FSP

\$640.45 + 768.54 FSP = \$1408.99 B/W

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is

appropriate to the qualification of the appointee.

LOCATION:

Department of Foreign Affairs
FSM Consulate General Office
2625 SE 98th Ave, Portland, OR 97266

DUTIES & RESPONSIBILITIES:

Conduct public hearing for the Consulate General through all means of communication, and personal visits; promote business opportunities in the FSM; collect information and prepare regularly scheduled and special reports; include the Consulate General's monthly activity reports and annual report; assist the FSM citizens in Portland with consular matters as well as to non-FSM citizens interested in traveling to or residing in the FSM; provides advances briefing as may be necessary to the Consulate General on economic and political issues which are of interest to the FSM and on social functions the FSM is invited to attend; coordinate logistical support for visiting FSM officials in the conduct of their official duties; perform other duties as assigned.

QUALIFICATION REQUIRMENTS:

Graduation from an accredited college or university with a Bachelor's degree in International Relations, Political Science, Economics or a related field plus 1(one) to 2 (two) years of work experience in occupational field closely related to the foreign services.

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Expired: Program Manager for Tourism (FSM Department of Resource & Development) Pohnpei [closing date: February 6, 2026]

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Program Manager for Tourism

PL-38/1

\$954.69 + \$40.00 Cola = \$994.69

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Resources & Development (R&D)

FSM National Government

Palikir, Pohnpei FM 96941

DUTIES& RESPONSIBILITIES:

Developing and implement marketing plans; undertaking competitor research and analyses; conducting market research to establish customer trends and habits; establishing goals and objectives in

order to reach our customers through appropriate marketing channels (digital and tradition); building and maintain relationships with new and existing customers through prospecting and networking; promoting brand awareness through marketing efforts at trade shows and major industry events; creating marketing materials for our website and other marketing platforms; provide marketing activities by demonstrating expertise in various areas, including optimizing, advertising, social media, direct marketing, and event planning; assisting with the analyses of marketing data, including campaign results, conversion rates, and online traffic in order to improve future marketing strategies and campaigns; performs other duties when needed.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor degree in Business Management, Marketing and or Communication or related field plus three (3) years of work experience in tourism or travel industry.

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**Expired: Staff Attorney I – IV
(FSM Department of Justice)**

Pohnpei [closing date: February 07, 2026]

It is the policy of the FSM Government that qualified FSM citizens are given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Staff Attorney I – IV

PL-34/1 + 100% – professional premium	—	PL-42/1 + 100%- professional premium
\$779.30 B/W + \$779.30= \$ 1,558.60 B/W		\$1,177.58 B/W
+ \$1,177.58= \$2,355.16 B/W		

This is the minimum rate at step one of the grades. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualifications of the appointee. The professional premium applies only upon admission to the FSM Bar or Bar member in any other jurisdiction.

LOCATION:

Department of Justice
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Senior attorney law legal work; include civil and criminal litigation, research and write on complex legal and constitutional issues; prepares formal and informal Attorney opinions; provides legal counsel to Department and Offices Heads of the Executive Branch; drafts proposed bills and resolutions; testifies at congressional hearings; reviews passed

legislation's for constitutional and legal sufficiency; provides technical assistance to and coordinates to the work of lower level attorneys and para-legal personnel; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Level I- Graduated from an accredited school of law with an earned degree (BA) in law or earned degree in pre-law or equivalent from an accredited school; or four (4) years of work experience practicing law and admission either to the FSM Bar or Bar member in any jurisdiction.

Level II- Graduated from an accredited school of law with an earned degree (BA) one (1) year of work experience practicing law and admission either to the FSM Bar or Bar member in any jurisdiction.

Level III- Graduated from an accredited school of law with an earned degree (BA) plus two (2) years of work experience practicing law and admission either to the FSM Bar or Bar member in any jurisdiction; or attained Master's degree in Law (MA) plus admission either to the FSM Bar or Bar member in any jurisdiction.

Level IV- Graduated from an accredited school of law with an earned degree (BA) plus three (3) years of work experience practicing law and admission either to the FSM Bar or Bar member in any other jurisdiction; or attained a Juris Doctor in Law (JD) plus admission to either the FSM Bar or Bar member in any jurisdiction.

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Expired: Program Manager for Trade (FSM Department of Resource & Development) Pohnpei [closing date: February 6, 2026]

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POSITON AND SALARY:

Program Manager for Trade

PL-38/1

\$954.69 + \$40.00 Cola = \$994.69

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Resources & Development (R&D)

FSM National Government

Palikir, Pohnpei FM 96941

DUTIES& RESPONSIBILITIES:

Plan, manage and coordinate national trade and trade related activities; Coordinate, facilitate and implement strategies to increase FSM's sustainable industrial competitiveness in

regional and international arenas relating to trade; Promote, monitor and evaluate domestic and international aspects of the FSM's industrial competitiveness in order to increase and promote exports; Plan, coordinate, manage, and conduct trade promotional programs, including but not limited to 'trade mission and similar activities' intended to broaden and deepen the base of the FSM export business; Develop program goals and objectives for the unit and undertake long range planning in connection with prospective changes in functions and programs; Advice to and participate in trade organizations, associations or marketing clinics, Chamber of Commerce and the likes to provide information on Government services availability, marketing trends, and opportunities among other key information; Advice and disseminate information to business community concerning domestic and/ or Foreign Trade opportunities, financing arrangements, export-import regulation, foreign Government tax and tariff restrictions and non-tariff trade barriers among others; Identify market access barriers and the means among others; Assist in coordinating and facilitating the formulation of the FSM bilateral and multilateral trade policies and agreement to achieve greater market access; Asses trade impact of new and existing government rules and regulations to the FSM manufacturing competitiveness and make recommendation on new provisions in laws, regulations, policies and programs in order to facilitate expansion and development of FSM trade and investment; Assist and facilitate foreign compliances with multilateral, bilateral and other international trade agreement where FSM is a party or contemplates be party; coordinate, facilitate and assist the FSM business communities to understands Trade policy, laws, agreement and regulations; Conduct, report, monitor, evaluate and promote international trade development and analysis; Prepare, monitor and evaluate budgets for the Trade Unit; Create, organize and maintain a database information system and undertake the necessary and

required analysis of the information reporting purposes to enable sound and informed decisions; Prepare correspondence including briefing memos, responses to inquiries from Governments, organizations among others; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor degree in Economics, International Business, Business Management or Trade related field plus three (3) years of work experience in trade and investment.

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**Expired: Assistant Secretary
for Energy (FSM Department of
Resource & Development)
Pohnpei [closing date:
February 6, 2026]**

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POSITION AND SALARY:

Assistant Secretary for Energy

PL-42/1

\$ 1177.58B/W + \$40.00 COLA = \$1,217.58 B/W

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Resources & Development

FSM National Government

Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Responsible and be the focal point for all Energy related matters under the general direction of the Secretary of the Department of Resources and Development; Evaluates a relevant s for the Department and agencies of the National Government counterparts and advises the Secretary on viable course(s) of action for implementation. Supervises and Facilitates the program of each unit under the Division and other technical assistance geared toward enhancing the Nation Energy capabilities including but not limited to fossil and renewable energy; Monitors review and/or recommends to the Secretary of Resources & Development courses of action or programs to enhance accrued benefits from the international organizations that the FSM is a member of; Perform assessment of the FSM's Energy needs and submit findings to the Secretary of Resources and Development. Coordinates and supervises the functions of the various units under the Division to ensure that activities and programs are in line with stated National priorities and are accomplished in a timely fashion; Assists and facilitate the work of staff in the sub-divisional units in the orderly implementation of their quarterly and annual program objectives; Initiates timely preparation of annual budgeting and regular

reports (monthly, quarterly and/or annually) as may be required on the progress and status of programs, activities, and projects within Division's jurisdiction; Attends official meeting within and outside the FSM on behalf of the Secretary of Resources and Development when assigned; Coordinates and assists, when necessary, other Divisions in the implementation of mandates of the Department; Performs all other related functions as may be assigned by the Secretary of Resources and Development.

Qualification Requirements:

Graduation from a recognized college or university with a Bachelor degree in Engineering, Environmental Science or any related fields plus five(5) years or more work experience/exposure in the Energy and related fields including non-renewable and renewable energy fields.

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